

## **Job Description**

<b>DIRECTORATE:</b>	Social Services and Wellbeing Directorate
<b>DEPARTMENT:</b>	Children's Social Care / Bridgend Foster Care
<b>POST:</b>	Social Worker 1 & 2
<b>GRADE OF POST:</b>	Grade 10 – Under 2 years post qualifying experience Grade 11 – Subject to assessment at 2 years post qualifying experience
<b>RESPONSIBLE TO:</b>	Team Manager –Bridgend Foster Care

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### **JOB PURPOSE:**

To recruit, visit and assess prospective foster carers using the Form F or unified assessment template and supervise, support and where necessary facilitate the training of a caseload of approved foster carers. To analyse complex information gathered during supervision, prepare high quality reports and contribute to the review and management of foster carers in line with the National Minimum Standards.

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### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- Case management and supervision of foster carers in line with national minimum standards.
- Working within the legislative, regulatory and policy framework that relates to the Foster Care service.
- Undertake Form F and any other assessments to specific deadlines analysing complex information and being able to summarise and evidence findings.
- As a team member contribute to the duty service operated by the team to support foster carers and respond to referrals.
- Contribute as a team member to the recruitment and training activity of the Fostering Team and to the review of foster carers ensuring that training and support needs are identified and addressed.
- Working with other agencies and professionals in a co-ordinated manner to address the needs of children and their families, including preparing and participating in decision making forums.
- Identify unmet need and drawing it to the attention of managers in the Division, assisting in the collection of data as required and keeping your own carer records up to date and factually correct.
- Contribute to the development of the fostering service policies and procedures by working on your own project either independently or collaboratively.

- Participate in any training and development activities in order to maintain own professional development or to enhance competence within job role.
- Undertake annual reviews in line with Fostering Regulations (Wales) 2003.

**Grade 11 – As above plus:**

- Leading co-working with less experienced Social Workers in complex cases
- Providing advice and guidance to and support the development of less experience social workers and other members of the team.

## **GENERAL DUTIES**

### **Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

### **Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

### **Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

### **Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

### **Criminal Records Check**

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

## Person Specification

### Social Worker 1 & 2

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential

Attributes	Requirements	Essential	Method of Evaluation/ Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>A recognised social work qualification eg. C.Q.S.W., C.S.S. Dip, S.W. Degree in Social Work and registration with the Care Council for Wales is essential.</li> </ul>	Yes	Production of original Qualification Certificates and application form.
	<ul style="list-style-type: none"> <li>2 years post qualifying experience</li> </ul>	(For SW2 only)	
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Knowledge &amp; understanding of current Social Services legislation in particular the Children Act 1989, Fostering Regulations Wales 2003, National Minimum Fostering Standards, Adoption Act 1976 and the Adoption and Children Act 2002 and associated regulations and guidance.</li> </ul>	Yes	Interview, application form and selection process.
	<ul style="list-style-type: none"> <li>Experience of undertaking &amp; presenting Form F or similar complex assessments.</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>Experience of comprehending complex information, the analysing and summarising of that information to a high standard.</li> <li>Experience of working with children and young people in foster care.</li> <li>Experience of managing a workload and supervision of foster carers and organising time.</li> </ul>	Yes	

	<ul style="list-style-type: none"> <li>• Knowledge of Fostering work and procedures, Looked After Children work, Care Proceedings, information systems and quality assurance issues.</li> <li>• Experience of identifying the needs of children and young people, their birth parents and their foster carers.</li> </ul>		Interview, application form, and selection process.
	<ul style="list-style-type: none"> <li>• Experience of caseload management.</li> <li>• Experience of managing complex cases.</li> </ul>	(For SW2 only)	
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to communicate clearly and effectively in a written and verbal form with an ability to see issues in their widest context.</li> <li>• Ability to develop practice to an appropriate standard.</li> <li>• Ability to work flexibly and proactively. Ability to be creative, assertive and forward thinking.</li> <li>• Ability to demonstrate personal and professional integrity with a commitment to personal development.</li> <li>• Ability to work safely.</li> <li>• Ability to develop and maintain working relationships with other professionals and agencies, focussing on the needs of the service.</li> <li>• Ability to work effectively as a member of a team sharing responsibilities and bringing enthusiasm and commitment.</li> <li>• Ability to form and develop working relationships with children, young people, their parents and prospective foster carers.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	

	<ul style="list-style-type: none"><li>• You will be expected to have a motor vehicle available for use on official journeys. Your mileage expenses will be reimbursed based on the locally agreed rate.</li><li>• Ability to communicate through the medium of Welsh.</li></ul>	Yes	
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